

Sample Letter of Appointment

Dear [name of ombudsman],

Congratulations on your selection as an ombudsman for (**name of command**)'s Family Ombudsman Program. As such, you will play a critical role in helping to maintain family readiness.

Your term of appointment is (length of time) including a probationary period of (number) months. You are expected to attend Ombudsman Basic Training (OBT/eOBT). Information about upcoming class dates is available at www.ffsp.navy.mil or through the FFSC Ombudsman Coordinator. Please report back to the command upon completion of OBT/eOBT.

Commander, Navy Installations Command provides OBT Orientation On-Demand training, in the event you are unable to attend Ombudsman Basic Training within the first six weeks of appointment. Go to www.ffsp.navy.mil, Ombudsman Training Materials, to access this training.

To ensure (**name of command**) families have the most current information and resources available to them, you are expected to attend the local Ombudsman Assembly Meetings and Advanced Trainings. The information and resources obtained should be shared with command families via newsletter, emails and command briefs, as appropriate. You may also be asked to provide an update at Command Family Readiness Group meetings.

Your information has been added to the Ombudsman Registry at www.ombudsmanregistry.org. Data from the ombudsman monthly/quarterly worksheets is required to be entered in the automated ombudsman data collection system at the same site. My door is always open to you. Your command point of contact is (**insert name**). S/he can be reached at (XXX) XXX-XXXX.

When mailing or receiving mail in your official position as command family ombudsman, please use the official command address:

(**Ombudsman Name**), Command Family Ombudsman

(**Command Name**)

(**Address**)

Sincerely,

(CO)

Copy to:

File

Fleet and Family Support Center Ombudsman Coordinator or RCC Warrior and Family Support Specialist

Local Ombudsman Assembly Chair